

**ENGINEERING AND RELATED SERVICES
NOVEMBER 6, 2009**

**STATE PROJECT NO. 737-99-1031
SHSP INSPECTION AND ROADWAY DEPARTURE
IMPROVEMENT PROGRAM
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. One Prime-Consultant will be selected for this Contract.

Project Manager – Mr. Jim Chapman.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The Louisiana Strategic Highway Safety Plan (SHSP) was developed to reduce the human and economic toll on Louisiana's surface transportation due to traffic crashes through the widespread collaboration and an integrated 4E approach: engineering, education, enforcement, and emergency services. Two of the emphasis areas within the SHSP are to improve intersection safety and to decrease the occurrences of roadway departure crashes. The purpose of this 'SHSP Intersection & Roadway Departure Improvement Program' is to achieve a noticeable reduction in statewide intersection and roadway departure fatalities/serious injury crashes and to help achieve the overall SHSP safety goal.

In the past, traditionally, safety program efforts were based upon analyzing high-crash locations from the crash database, identifying crash patterns, determining appropriate countermeasures, and then implementing those countermeasures at site specific locations. While this is an important approach and needs to continue, data shows that it has limited impact on reducing statewide intersection and roadway departure fatalities/serious injuries. To help reduce the statewide intersection and roadway departure fatalities/serious injuries, two additional approaches are recommended:

1. Systematic application of cost-effective, low-cost countermeasures.
2. Comprehensive application of low-cost infrastructure improvements with targeted education and enforcement initiatives on an area and corridor basis.

The systematic approach is the reverse of the traditional approach in that low-cost, effective countermeasures are identified and a large number of targeted high crash

locations are selected from the crash data where the countermeasure can be cost effectively deployed. Estimates of the impacts of the deployments can be made in terms of projected statewide annual lives saved and deployment costs.

The function of the SHSP Intersection & Roadway Departure Improvement Engineer is to implement this program. This program consists of approximately 1,000 stop controlled intersections and 243 signalized intersections. The roadway departure locations are estimated at several hundred.

SCOPE OF SERVICES

The SHSP Intersection & Roadway Departure Improvement Planner will be responsible in assisting in the implementation of the following:

1. Assist in the finalization of a package of standard low-cost sign/markings improvements, including systematic guidelines, layout details, and directions to apply on a system-wide basis at the intersections and horizontal curve.
2. Using photo logs and field reviews, verify that signing and marking improvements are legitimate or illegitimate at the identified locations. If not legitimate, explain why.
3. Work with the DOTD District office to determine how or if the improvements are to be made, either by maintenance forces or by contract. If by maintenance forces, determine what information is needed by maintenance to install the improvements. If by contract, what information is needed and what set of instructions and curve locations will be included in the contract. **No intersection or roadway departure location is to be included in the package without the District's approval.**
4. List the specific **systematic, low-cost** improvements recommended for each location, including a layout/schematic.
5. If by contract, assist in the preparation of a contract package to implement these improvements on state roads as a pilot in a few parishes. **Preparation of the contract package includes everything required by the DOTD to let the project to bid (plans, specifications, bid packages, cost estimates, etc.)**
6. If by maintenance forces, assist in preparing the necessary information for maintenance to install and pilot in a few parishes.
7. Pilot state package in one or two regions or several parishes.
8. Assist in conducting field inspections and submit all required paperwork and documentation required by DOTD for the construction work performed.
9. After the pilot phase, make appropriate enhancements to the package and process and implement statewide.
10. Assist in setting performance measures for implementing the improvements. Monitor progress in accomplishing the above steps.
11. Assist in setting performance measures for effectiveness. Evaluate the actual effectiveness of the improvements to reduce crashes and compare to what was estimated in the Intersection Improvement Plan & Roadway Departure Plan.

12. Additionally, this position will be required to assist in the development and implementation of the roadway departure action plan.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using the DOTD established billable rate of **\$61 per hour** for the actual time spent on the project, with a maximum limitation of **\$280,200**.

This position requires statewide overnight travel.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal or senior responsible member of the Prime-Consultant must be a degreed professional proficient in transportation activities as it pertains to Highway Safety Programs.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a baccalaureate degree in transportation planning, urban/regional planning, or engineering plus five years of professional experience in transportation planning, urban regional planning, highway safety planning, or highway safety program management.

****** This position requires statewide overnight travel. This position requires extensive coordination & communication with Headquarters and District personnel.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; ******
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

Location will be based from Baton Rouge, LA.

**** The Planning (PL) performance rating will be used for this project.**

Complexity Level is **moderate**.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

1. Edward R. Wedge – Ex officio
2. Jim Chapman – Project Manager
3. Jody Colvin
4. Steve Strength
5. Buddy Porta
6. Barry Lacy

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the notice of selection as shown on the DOTD website. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **737-99-1031**, and will be submitted **prior to 3:00 p.m. CST on Monday, November 23, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.